



**DEPARTMENT OF THE ARMY  
COMPANY C, 123D AVIATION (AVIM)  
BLDG # 2079 MONTGOMERY ROAD  
FORT WAINWRIGHT AK 99703-8300**

APVR-WAB-AV-CO

24 March 2006

MEMORANDUM FOR Soldiers Assigned/Attached to Company C, 123d Aviation (AVIM)

SUBJECT: Policy Letter # 9 (Leave Policy)

1. Having been entrusted with the care and stewardship of our soldiers, I believe that our NCOs, warrant officers, and officers have proven them trustworthy and have earned the respect of this command. In this light, they will be treated accordingly in regard to the procedures for signing in and out for leave. The enumerated policy is now in effect:

2. Company policy for Service Members (SM) signing in or out on leave is as follows:

a. All personnel signing in/out on leave must be present in the local area (i.e. barracks, place of duty, local residence).

b. Corporal and above may sign in/out with the orderly room or CQ telephonically. The SM must provide a local telephone number that the CQ can call to verify the whereabouts of the SM (cellular telephone numbers are not authorized).

c. E-4 (SPC) and below must sign in/out in person at orderly room or CQ desk.

d. SMs leaving the local area must have a copy of their DA Form 31 with them at all times. The copy of the DA Form 31 must be signed by the approval authority and have a valid control number assigned by orderly room. If signing out telephonically, the SM can annotate the date/time group and the name of the CQ on their copy.

3. Service Members may not sign out earlier than the date in Block 10a of the DA FORM 31. Any changes to Block 10 voids the form and a new DA FORM 31 is required.

4. If a SM works over half of the normal scheduled duty hours on the day of departure, the day is a duty day and the SM will not be charged for a day of leave. If the SM works over half of the normal scheduled duty hours on the day the SM returns from leave, the SM will not be charged for a day of leave.

5. The point of contact for this memorandum is the undersigned at 353-1276.

JAMES E. TULLY  
CPT, AV  
Commanding